

Town of Lake Hamilton

JOB TITLE: Code Enforcement Officer

Pay Scale 03 \$15.00 – \$19.81

Division: Police Safety

Department: Police Department

GENERAL PURPOSE

The Code Enforcement Officer is a civilian position operating under the direction of the Code Enforcement Supervisor. The Code Enforcement Officer performs duties necessary to support the Code Enforcement Division to enforce the City's Code of Ordinances. Responsible for a variety of field and administrative office work, to include, but not limited to visual inspections of abandoned vehicles, buildings, sheds, and property for safety and structural integrity in compliance with housing, land use and zoning Town code of ordinances, environmental or health hazards, and non-compliant violators for the quality of the municipality, and issue citations for non-compliance of the Town's Code of Ordinances.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under moderate pressure and responding in a positive manner to supervision.

SUPERVISION RECEIVED

Work under the supervision of the Police Chief and is under the direction of the Town Administrator/Town Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES, BUT NOT LIMITED TO THE FOLLOWING:

1. Responsible for the daily operational and enforcement tasks of assigned Code Enforcement operations necessary to achieve exemplary services for the protection of life and property; prevention /resolution of crime; and maintenance and restoration of order through efficient and effective implementation /execution of all code enforcement related services. Performs duties necessary to achieve Department and organizational goals, and objectives, and investigative responses/initiatives. Maintains sound knowledge of modern code enforcement principles and techniques. Responsible for facilitating community relations.
2. Responsible for maintaining up-to-date required/mandated training. Duties include attending training activities to ensure on-going job-related training and professional development is compliant with all applicable Federal, State, Occupational Health and Safety, and organizational policies, practices and standards. Required to provide documentation of training to Department upon successful completion of training activities/courses, ensuring personal training record is up-to-date. Required to review and electronically sign General Orders, on-line training, and other instructive/informative documents published in Power OMS, within established time lines.
3. Responsible for operational duties relating to the Unit/Department. Duties include conducting research relating to property ownership, permits, codes and laws; preparing Nuisance Abatement notices for clean up, board-up and demolition of structures; and initiating general notices and correspondence relating to code enforcement Maintains records of violations. Writes reports and ensures timeliness of reports/inspections and utilizes computer equipment and software programs.
4. Responsible for enforcement duties/tasks relating to Code Enforcement. Duties include identifying existing code violations; performing field inspections and re-inspections to determine

compliance with zoning and land development requirements, property maintenance, conformance with business tax receipts, and related codes. Duties include enforcing and following policies for Code Enforcement; recommending corrective action to ensure compliance; and determining time frames for compliance achievement. Presents facts and recommendations to various appointed or elected boards; Testifies in court, Special Magistrate hearings, and before boards.

5. Responsible for exceptional customer service. Duties include receiving/providing information from/to Town staff, other agencies, property owners, builders, and the public. Relays information to appropriate members. Coordinates code enforcement actions with other Town departments and other governmental agencies. Provides general information and referral information in person and through telephone inquiries to internal and external customers. Maintains confidential information.
6. Performs additional duties as assigned, which may include projects/special assignments; public speaking engagements / programs; and attending meetings and/or training.

PHYSICAL DEMAND FREQUENCY:

C = CONTINUOUS

F = FREQUENTLY

O = OCCASIONALLY

R=RARELY

N=NEVER

Standing	F	Pushing/Pulling	O	Crawling	O	Vision	C
Sitting	F	Reaching	C	Bending	C	Hearing	C
Walking	C	Handling	C	Stooping	O	Talking	C
Running	R	Fine Dexterity	C	Twisting	O	Foot Controls	C
Lifting	F	Kneeling	F	Climbing	R	Other (state)	
Carrying	F	Crouching	O	Balancing	O		

PHYSICAL DEMAND DESCRIPTION:

(The following description is to provide an example of potential physical activities and does not address the position's potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing	Community interactions; meetings; field response
Sitting	Conduct in g desk work; meetings; driving
Walking/Running	To and from office; to and from buildings; field response
Lifting/Carrying	Files; file boxes; office supplies; work aids; facility equipment; lift, drag or carry up to 75 lbs.; etc.
Pushing/Pulling/Reaching/Handling	Supplies: files: file boxes; retrieving items; etc.
Fine Dexterity	Telephone; keyboard; computer work; calculator; typing; desk work; etc.
Kneeling/Crouching/Crawling/Bending/Stooping/Twisting/Climbing/Balancing	Picking up boxes and files; stairs; walking; field response; etc.
Vision	Writing; reading; driving; customer interaction; field response
Hearing	Telephone; customer interaction: meetings, field response
Talking	Telephone, Customer interaction, meetings, field response
Foot Control	Driving, uneven terrain; unstable environments

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

(The following list is intended to provide an example and is not to be construed as a comprehensive or complete catalog. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or apparatuses required for the performance of any duties described herein.)

Computer, software, equipment; keyboard; audio/visual equipment; mobile technology; copier, facsimile or scanner, calculator; hard hat; safety and/or protective clothing and footwear; telephone; etc.

ENVIRONMENT:

Environment relates to administrative duties performed within an office environment or setting, in non-emergency response services, and through extensive public contacts, with moderate amounts of stress. Works with computers and complex software programs; Possible exposure to dust, mold, noise, inclement weather, extreme temperatures, smoke, fire, toxic or caustic chemicals and/or fumes, mechanical and /or moving parts, high elevations, vibration, blood borne pathogens, viruses, disease, and other like items commonly associated with non-emergency response services. The position may require acts of physical endurance and agility. Position may be subject to call 24 hours a day, 7 days a week. The position may require working an on-call schedule. The position may be required to respond to critical incidents and natural disasters.

NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES: *The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

- Required knowledge is normally obtained through the completion of a High School Diploma or GED. Advanced coursework in a related field is preferred. Minimum two (2) years of experience in the field of Code Enforcement. An equivalent combination of training and experience which provides the required knowledge, skills and abilities for the following: business tax receipts, code enforcement violations, minimum housing and rehabilitation inspections are acceptable.
- Florida Association of Code Enforcement (F.A.C.E.) Certification Levels I. International Property Maintenance Code Certification preferred. Certification with CPR/AED, Bloodborne Pathogens, and the required FEMA Incident Command System courses training.
- Must possess good oral and written communication skills, with the ability to communicate tactfully, clearly and impartially; duties include speaking with customers who requires the ability to communicate and present oneself in a professional manner; must have the ability to follow oral/written directions. Must have the ability to make sound decisions, problem solve, organize thoughts and reason logically. Requires the ability to read, comprehend, interpret, analyze, and practically apply agency directives, reports, memorandums, and policies and procedures. Must be able to follow oral and written directions; must be able to successfully maintain/work with confidential information.

- **Must be able to read and understand Florida State Statutes 162, LHPD General Orders; Town Ordinances /Codes; research, resource and supplemental materials; Town policies/procedures; Minimum Housing Standards, Zoning and Property Standards, Legal Aspects of Code Administration, and Accreditation requirements specific to the Unit/Department. Must be able to read and analyze data, with ability to apply appropriate application. Must be familiar with Housing Rehabilitation, and with the Criminal Justice System as it applies to Code Enforcement. Must be able to determine compliance with all applicable codes associated with Code Enforcement; must be able to create, read, understand, and appropriately tile various reports/documents/records. Must be able to maintain accurate records and understand alphabetical/numerical tiling systems.**
- **Individual must be able to work under short time constraints, and the pressures of a fast-paced work environment meeting established timelines /deadlines. Requires the ability to work independently, prioritize work, maintain self-discipline, problem solve, multi-task, communicate effectively/tactfully/impartially, concentrate, comprehend, reason logically, organize thoughts, and analyze data. Individual must maintain knowledge of community referral services, available resources, and current events. The position requires self-discipline, and organizational skills.**
- **Individual must understand practical application of NIMS/ICS principles and tactics as they relate to the Code Enforcement Unit/Department and understand/apply safety techniques within a field and office setting.**
- **Must be able to establish and maintain effective working and professional relationships with Town and other public employees/officials, department members, legal professionals, and the general public. The position requires the ability to communicate effectively and have interpersonal, public relations, problem solving/stress management and self-discipline skills.**
- **Must maintain and exercise ethnic/cultural awareness and be familiar with the Department's service area.**
- **Must be able to provide appropriate community referral services and assist with the Town clean-up projects.**
- **Individual must be able to perform basic mathematical equations necessary to perform tasks such as payroll, compilation, keyboarding, computer, organizational, decision making, and accounting skillsets.**
- **Individual must be able to compose notices, reports, forms/logs, memorandums, correspondence and have knowledge of basic grammar, proper spelling, and punctuation.**
- **Must be able to demonstrate acceptable reading comprehension and interpreting abilities use various software applications such as Microsoft Office (e.g. Word); Power DMS, and IWORQ-code enforcement program. Individual has the ability to use a calculator, telephone, copier, facsimile, and scanner. Must be able to scan and extrapolate data and operate audio/visual equipment.**
- **Conduct daily and monthly inspections maintaining equipment cleanliness and operational readiness; perform inspection and re-inspections for compliance of Town's Code of Ordinance.**

OTHER REQUIREMENTS:

- Must possess a valid Florida Class E driver license
- Must pass a polygraph, psychological exam, and background check.
- Must pass applicable post offer pre-employment testing and background and credit check selection process requirements.

SPECIAL REQUIREMENTS:

This position may be required to report for work when a declaration of emergency has been declared in the Town or Polk County.

ACKNOWLEDGMENT/SIGNATURE(S):

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the Town of Lake Hamilton as the needs of the Town and job requirements demand. By signing below, I agree that I have reviewed the above job analysis and acknowledgement and find it to be a fair representation of the job functions and requirements.

Employee Name

Employee Signature

Date